

**FAASafety.gov**  
**Help Manual for ALC Course Management**  
**Federal Aviation Administration**  
**October 1, 2006**

Gold Systems Inc.

# FAASafety.gov Help Manual for ALC Course Management

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## Section 1 - Overview

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### 1.1 - Introduction

This Help Manual is intended for user with permission to create, approve, and manage courses using the FAASafety.gov site.

### 1.2 - System Requirements

Requirement	Description
Web Browser	<p>Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at <a href="http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp">http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp</a>.</p> <p>You must have JavaScript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.</p> <p>The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. <i>The FAASafety.gov web application cookies do not store any personal information.</i></p> <p>You should also disable any popup blocking software that you might be running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.</p>
Internet Connection	<p>You must have an Internet connection and have your firewall configured to allow access to the <a href="http://www.FAASafety.gov">www.FAASafety.gov</a> website and its functions.</p>
Screen Resolution	<p>The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.</p>
Adobe Acrobat	<p>To view flyers you must have Adobe Acrobat installed.</p>

### 1.3 - Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

Jim McKenna  
Beta Coordinator  
Gold Systems Inc.  
[jimm@goldsystems.com](mailto:jimm@goldsystems.com)  
801-456-6115 (Office)

## Section 2 - Accessing the Administrative Sections

### 2.1 - Logging onto the system

Administrative users will log onto the system from the home page located at [www.FAASafety.gov](http://www.FAASafety.gov). They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.

Welcome to FAASafety.gov, [nspm@faasafety.gov](mailto:nspm@faasafety.gov)!

**FAASafety.gov**

**FAAST**  
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The FAASTeam Combines the FAA and Aviation Industry Team Members

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FAA SAFETY TEAM

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Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you.

From the ALC admin navigation, you will be able to access the area described below.

## Section 3 - ALC Course Management

To access ALC Course Management, click on the ALC Course Management link from the left hand navigation. The following options are displayed:



### 3.1 - Categories Management

Courses are divided into categories so the user can quickly locate which categories they are interested in and then select a particular course from that category. After clicking on the Category Management link above you will get the below screen:



#### 3.1.1 - Adding New Course Categories

To add a new course category, click on "Add a New Course Category," which will provide you the below screen:

The page title is 'Course Management - Categories'. Below the title is a paragraph: 'Use the form below to enter your course category information.' Below this is a legend: '(\*) indicates a required field, (x) indicates an error'. The form has two fields: 'Category Name' with a note 'Must be unique.' and 'Description' with a note 'Description of this category is shown in the table of contents.' Below the fields are 'Save' and 'Cancel' buttons.

#### Category Name

The Category Name specifies categories that are contained in the online course catalogue.

#### Description

The description will be shown in the table of contents and should describe the category name for the course catalogue.

When you have completed the information and hit "SAVE", the new category will show up in the list of Categories.

### 3.1.2 - Modifying Course Categories

To modifying an existing Course Category, click on the "Modify" icon in the Course Management List

#### Course Management - Categories

Courses are divided into categories. Use the appropriate links below to add, modify, or delete categories. Click the "manage" link to manage courses within a category.



The screenshot shows the 'Course Management - Categories' interface. At the top, there are three buttons: 'Add New Course Category', 'Manage Category', 'Modify Category', and 'Delete Category'. Below these is a table with columns 'Category' and 'Description'. The table lists four categories: 'Flying Safety (2 courses)', 'Runway Safety (0 courses)', 'Student Pilots (0 courses)', and 'Weather (0 courses)'. Each row has three icons: a green plus sign, a green pencil, and a red trash can. A red arrow points to the green pencil icon in the 'Flying Safety' row.

Category	Description	Icons
<b>Flying Safety</b> (2 courses)	This course will present the basics in flying safety.	Manage, Modify, Delete
<b>Runway Safety</b> (0 courses)	Documents relating to runway safety	Manage, Modify, Delete
<b>Student Pilots</b> (0 courses)	Documents and materials relating to learning to fly.	Manage, Modify, Delete
<b>Weather</b> (0 courses)	Documents relating to flying in different types of weather.	Manage, Modify, Delete

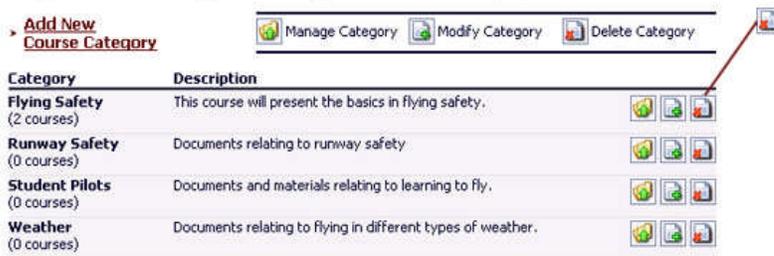
Then modify the course category and click on the save button.

### 3.1.3 - Deleting Course Categories

To delete an existing Course Category, click on the "Delete Category" icon in the Course Management List.

#### Course Management - Categories

Courses are divided into categories. Use the appropriate links below to add, modify, or delete categories. Click the "manage" link to manage courses within a category.



The screenshot shows the 'Course Management - Categories' interface. At the top, there are three buttons: 'Add New Course Category', 'Manage Category', 'Modify Category', and 'Delete Category'. Below these is a table with columns 'Category' and 'Description'. The table lists four categories: 'Flying Safety (2 courses)', 'Runway Safety (0 courses)', 'Student Pilots (0 courses)', and 'Weather (0 courses)'. Each row has three icons: a green plus sign, a green pencil, and a red trash can. A red arrow points to the red trash can icon in the 'Flying Safety' row.

Category	Description	Icons
<b>Flying Safety</b> (2 courses)	This course will present the basics in flying safety.	Manage, Modify, Delete
<b>Runway Safety</b> (0 courses)	Documents relating to runway safety	Manage, Modify, Delete
<b>Student Pilots</b> (0 courses)	Documents and materials relating to learning to fly.	Manage, Modify, Delete
<b>Weather</b> (0 courses)	Documents relating to flying in different types of weather.	Manage, Modify, Delete

Then Delete the course category and click on the save button.

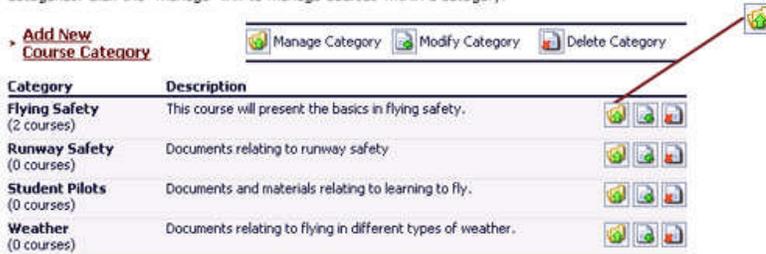
## 3.2 - ALC Course Administration

From this section you will have the ability to add a course, modify a course, take a course off-line, and delete a course.

From the Course Management screen click on the Manage Category Link.

#### Course Management - Categories

Courses are divided into categories. Use the appropriate links below to add, modify, or delete categories. Click the "manage" link to manage courses within a category.



The screenshot shows the 'Course Management - Categories' interface. At the top, there are three buttons: 'Add New Course Category', 'Manage Category', 'Modify Category', and 'Delete Category'. Below these is a table with columns 'Category' and 'Description'. The table lists four categories: 'Flying Safety (2 courses)', 'Runway Safety (0 courses)', 'Student Pilots (0 courses)', and 'Weather (0 courses)'. Each row has three icons: a green plus sign, a green pencil, and a red trash can. A red arrow points to the green plus sign icon in the 'Flying Safety' row.

Category	Description	Icons
<b>Flying Safety</b> (2 courses)	This course will present the basics in flying safety.	Manage, Modify, Delete
<b>Runway Safety</b> (0 courses)	Documents relating to runway safety	Manage, Modify, Delete
<b>Student Pilots</b> (0 courses)	Documents and materials relating to learning to fly.	Manage, Modify, Delete
<b>Weather</b> (0 courses)	Documents relating to flying in different types of weather.	Manage, Modify, Delete

After click on this Manage Category icon, you will be presented with the below screen to manage courses. From this screen you will be able to fully manage individual courses; you will have the ability to add, modify, take a course off line, and delete a course.

### Course Administration

Below is a list of courses currently in the system with their status indicated. Actions you may perform on a course are made available by icons under the "Actions" heading.

> [Add a new course](#)

#### Icon Legend

<b>Title</b>			<b>Status</b>		
<a href="#">Beta Test Course</a>			Approved		
This course is designed to test the Beta site and how it functions					

### 3.2.1 - Adding Courses

From the Course Management screen, click on the Manage Categories link, then on to the "Add a New Course" link.

You will be presented with the add/modify course screen. From this screen you will be able to add a new course, or modify a course that has already been created.

### Course Management - Add / Modify Course



Use the form below to enter your course information. Chapters and questions can be added by clicking the appropriate links in the sections below.  
(\* Indicates a required field)

- Course Title**  
64 Character Maximum
- Course Description**  
This description appears in the course catalog and anywhere else courses are listed.
- Course Categories**  
This is one or more subject category that the course belongs in. You must choose at least one category.
  - Aircraft
  - Airmen - AMTs
  - Airmen - Pilots
  - Airports
  - Airspace
  - Airworthiness
  - Guidance, Standards, & Regulations
  - Human Factors
  - Reference Materials
  - Safety Pamphlets
  - Safety Tools
  - Temporary Course
  - Videos and Interactive Content
  - Weather
- Course Author**  
This author name appears, along with a pre-selected image in the course catalog and on the introduction section of the course.
- Course Chapters**  
These are the chapters the course will be divided into. Click to change a chapter's order one slot up. Click to change a chapter's order one slot down.
  - [Add a new chapter](#)

Chapter	Heading	
Intro	Introduction	
Review	Review	
- Exam Question Pool**  
These are the questions that exams will be drawn from.
  - [Add a new question.](#)

Req.	Question
- Exam Size**  
Number of questions to be put on the test.

[Save in Progress](#) [Submit for Approval](#) [Cancel](#)

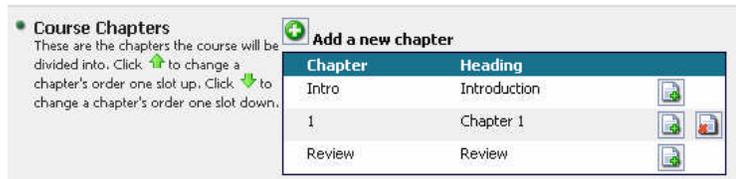
You will complete the Course Title, Course Description and check the appropriate Course Categories.

### 3.2.1.1 - Course Chapters and Sections

To create Course Chapters, you can either click on the modify  icon on the Introduction chapter or the Review Chapter, or you can click on the  Add a New Chapter icon to create a new Chapter.

After you add a new chapter, it will display in the same list as the Intro and Review chapters and you will have a modify icon  to modify that particular chapter, you will also have a delete icon  to remove the chapter.

The Add and Modify links will present the same form that will walk you through the creation of chapters.



Each chapter is separated into sections. The Chapter Heading field is required. For the Introduction or Review chapters, the chapter heading will be completed with the corresponding title.

After completing the Chapter Heading, you can Add a new section, or you can click Back to Course, or Preview Course links, Save in Progress, or Cancel.

## **Course Management - Add / Modify Course**

Course: Beta Course  
▶ [Back to Course](#)  
▶ [Preview Course](#)

*Icon Legend*  
 Add  Delete  Modify  Move Up  Move Down

Use the form below to enter your course information.  
*( \* indicates a required field )*

**Chapter Heading**  
Heading for this chapter of the course.

**Chapter Sections**  
These are the sections that this chapter of the course will be divided into.

 **Add a new section**

Section	Title	
1	Course Overview	 

[Save in Progress](#) [Cancel](#)

To Add a new section, click on the Add icon, the Section Title is optional, the content area uses the Edit Live functionality. For more information on the capabilities and requirements please see Section 5.



Clicking Back to Chapter will allow you to add additional sections in this particular chapter, or modify section already contained in the particular chapter.

Clicking Preview Course will open a new browser window and will allow you to preview the section you just completed, as well as to browse the entire course.

When you have completed the course and it is ready for publication, you click on the **"Submit For Approval"**. This will send an email to notify the course approver that the course is ready for review and approval. You also have the option of saving the course in progress by clicking on the **"Save In Progress"** button. This will save the course, but will not submit the course for approval.

### 3.2.1.2 - Exam Question Pool

The exam question pool allows you to create question based on information provided in the course

The screenshot shows a section titled "Exam Question Pool" with a sub-header "Add a new question." Below this is a table with two columns: "Req." and "Question". The "Req." column has a dropdown menu. Below the table is a section titled "Exam Size" with a sub-header "Number of questions to be put on the test." and a dropdown menu.

To add question, click on the **"Add a new question"** link and you will then be able to add the question and where or not the question is required, then provide the possible answers. Then select the Correct Answer and provide a reference for the user to look up the question.

#### **ALC Courses - Add/Modify Course Question**

The screenshot shows the "Add/Modify Course Question" form. It includes the following fields and options:

- Course:** Beta Course
- [Back to Course](#)
- [Preview Course](#)
- Enter your question below along with at least 2 possible answers. A Required question will always appear on the course exam, but non-required questions may appear at random.** (• indicates a required field)
- Question:** Text input field.
- Required:** Radio buttons for Yes and No (No is selected).
- Answer A:** Text input field.
- Answer B:** Text input field.
- Answer C:** Text input field.
- Answer D:** Text input field.
- Answer E:** Text input field.
- Correct Answer:** Dropdown menu.
- Reference:** Text input field.
- Reference Chapter:** Dropdown menu with "[choose a reference chapter]" selected.
- Reference Section:** Dropdown menu.
- Buttons: **Next Question**, **Save In Progress**, **Cancel**

When you have completed the question you can click "Next Question", "Save in Progress", or "Cancel". If you click on next question you will be taken an identical screen and you can repeat this process until you add the number of questions you wish for this course. You can

then click on save in progress or at the top, click on **"Back to Course"** or **"Preview Course"**.

The final step for completing the exam is to determine number of question on the courses, or the exam size.

### 3.2.2 - Approving a Course

After a course has been submitted for approval, the course administrator will receive an email. This email will include a link to review and approve or reject the course. The course administrator can also access the status of a course from the Approve Course link from the left hand navigation.

Each course will be listed with an Approved, Pending Approval, or In Progress status. There will also be an icon listing the possible actions that are available as show below.



Depending on the status of the course, the administrator will have different functions that can be performed for each course.

#### **Course Administration**

Below is a list of courses currently in the system with their status indicated. Actions you may perform on a course are made available by icons under the "Actions" heading.

► [Add a new course](#)

##### Icon Legend



Title	Status	Actions
<a href="#">Beta Test Course</a> This course is designed to test the Beta site and how it functions	In Progress	
<a href="#">Flight Review Prep Guide</a> This course is a structured guide to reviewing Part 91 and the AIM in preparation for your next flight review.	Approved	

#### 3.2.2.1 - Pending Approval

A course that is pending approval will have three icons, Preview, Approve, and Reject.

The Preview icon will allow the administrator to review the entire course. After the administrator has reviewed the course, he/she can select to approve the course or reject the course.

The Approval icon will have a confirmation screen that will verify that the administrator wants to approve the course. From this screen the course can either be approved or the administrator can chose to cancel the approval.

If the course is approved, it will be published to the Public Course section of the site and users will have the ability to take the course. The status will also be changed to Approved.

The Reject icon will allow the administrator to reject the course. The administrator will be presented with the below screen where he/she will need to specify why the course is being rejected. The creator of the event will then be notified via email that the course has been rejected and the reasons why.

### Reject Course

**Reason**  
The reason for rejecting this course. This will be sent to the course creator in an email.

#### 3.2.2.2 - In Progress

Courses that have a status of In Progress can either be Previewed, Modified, or Deleted. When the course has been Modified and is ready for approval, the creator can Submit the Course for Approval and the status will be modified to Pending Approval.

#### 3.2.2.3 - Approved

A course that is Approved is posted on the public site and users can register and take the course online. An Approved course can be Previewed or the administrator can Take the course Offline. If the administrator selects to take the course Offline, the administrator will be presented with a confirmation screen that they want to take the course offline. Any user that is registered for the course will no long be able to take that course.

### 3.3 - Course Reports

The system generates two reports, the Course Statistics Report and the Course Detail Report.

#### 3.3.1 - Course Statistics Report

The Course Statistics Report will list the course title, when it was created, how many registrations that have been recorded, how many users have completed the course, and the number of users that are in the process of taking the course. Each Title at the top of the report will be orderable by that field. The totals will be listed at the bottom.

### Course Reports

Course Statistics Report

► [Click here to return to the course reports menu](#)

<u>Title</u>	<u>Created</u>	<u>Num. Registrations</u>	<u>Num. Complete</u>	<u>Num. In Process</u>
<a href="#">Navigating the DC ADIZ, TFRs, and Special Use Airspace</a>	11/11/2005	7646	4658	2988
<a href="#">Flight Review Prep Guide</a>	11/26/2005	4852	2132	2720
<a href="#">The Art of Aeronautical Decision-Making</a>	12/19/2005	882	237	645
<a href="#">Multi-Engine Safety Review</a>	06/19/2006	408	226	182
<b>Totals:</b>		<b>13788</b>	<b>7253</b>	<b>6535</b>

#### 3.3.2 - Course Detail Report

The Course Detail Report will provide a detailed report on a specific course. From the below screen you select a course from the drop down list and then click on Generate.

## Course Reports

Course Detail Report

- ▶ [Click here to return to the course reports menu](#)
- ▶ [Click here to return to the course statistics report](#)

To generate a Course Detail Report, select the course below and click the "Generate" button.

Course	[select a course]	<input type="button" value="Generate"/>
--------	-------------------	---

This will provide a detail report on the course you selected, including a link to view the comments from the Survey that a user can complete upon completion of a course.

The link will display all comments entered by users that have submitted the survey.

### 3.3.3 - Validate Course Certificate

To validate a course certificate, click on the link and then enter the certificate number and then on the **"Validate"** button. If the certificate number is valid it will bring up the information on that certificate.

#### Certificate Validation

To use the certificate number validation tool, enter the certificate number in the field below and press the "Continue" button. **Include all leading and trailing zeros in the certificate number.** If the certificate number is valid, the system will display the user's information.

Course Completion Certificate Number:

Course Certificate Number	0185394-20060927-00025
User's Full Name	James McKenna
Email Address	ihlstripes@hotmail.com
Course Title	<b>Flight Review Prep Guide</b>
Date Completed	September 27, 2006 6:05 PM